

-Questions –
Drug and Alcohol Safety Education Program (DASEP)
DBHS-2016-01

Do the hard copies of the technical proposal need to have original signatures?

The original proposals should include original signatures. The copies do not require original signatures.

Number 4.2.7.1, Page 15: Total number of employees, is this total number of employees for the agency or just the ones directly employed to perform under the contract?

This section is referring to the agency/organization. The respondent should include the total number of employees employed by the agency/organization as well as the ones who will be directly employed to perform under the contract.

Number 4.2.10 Financial Disclosure: Is this asking for 3 years financial statements and 3 years of auditor's reports? Page 18 says to attach the most recent audit report. Statement of change in financial position, is this the statement of financial position which is our balance sheet?

The respondent should provide evidence of financial status and the financial ability to carry out the project. Information submitted with the proposal should not be older than three years old. The most recent financial statements and most recent auditor's report are preferably or a financial statement/auditor's report completed within the last three (3) years will suffice.

The statement of change in financial position is a financial statement that outlines the sources and uses of funds and explains any changes in cash or working capital.

4.4.6 Page 18: Copy of Letters to the State and Local Clearinghouses-Regarding submission of proposal. Please explain.

The respondent should inform State and Local Clearinghouses of their submitted proposals/applications for funding. Submission to the State and Local Clearinghouses include a copy of the proposal and the completed SF424. The State and Local Clearinghouses contact information is located on the DBHS website-Request For Proposal.

4.4.6: SF424 Form – Not sure where to find some of the numbers, such as number 12 funding opportunity number and number 16 congressional districts of and program/project.

The funding opportunity number for this RFP is N/A. The respondent should be able to identify the congressional district by utilizing the congressional district map of Arkansas. This map can be found on the Arkansas Secretary of State website.

How does the proposal, the original and copies need to be presented, for example in a three ring binder or a plastic portfolio?

The respondents are required to bind the proposal (i.e. staple, binder clips, ring binder, plastic portfolio)